



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

November 26, 2003  
CN #08-04

TO: CACFP Center Sponsoring Organizations

FROM: Carol Foxhoven  
Financial Services Team Leader  
Student Services Division

SUBJECT: Submission of Sponsor Claims

This letter is to notify all sponsoring organizations that the sponsor claim is now available in the CNP Web system. Sponsor claims document the cost of providing meal service in your organization. **There is no reimbursement associated with this claim, however it is required.** The United States Department of Agriculture, 7 CFR 226.15.e.14, requires that the meal service of your organization operate as non-profit. Because of this Federal Regulation, the Arizona Department of Education requires that monthly sponsor claims be submitted.

Please begin entering the sponsor claim with the October 2003 claim month. The link can be found in the center claims index just below the selected month. Click on the Create New Sponsor Claim link to open a blank sponsor claim form. After completing the claim, click the save button.

If you have questions regarding the sponsor claim, please contact Debra Scott or Mila Makal at (602) 542-8700.